



Master of Management  
Kingswood Campus

**Graduate Student Handbook**

April 2024

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## **WELCOME**

Kingswood University welcomes Master of Management students to our campus in beautiful Sussex, New Brunswick. As students arrive from across North America and around the world, they join the Kingswood family in making this home.

It is our desire and commitment that your experience as a student on the Kingswood campus will encourage your maximum growth and development. As this happens, you will be enabled and equipped to make a significant and positive contribution as a member of our community. We believe you will experience growth and maturity through the campus community.

Your involvement in various campus activities will help you develop the disciplines necessary for personal growth and leadership. You will be given the opportunity to receive a quality academic education, develop practical ministry skills, and experience maximum character transformation. In addition, you may participate in campus government, athletic organizations, and student clubs and associations.

Over the years, God has blessed Kingswood with a beautiful sense of community among the faculty, staff and student body. As in any community, there is a need for organization and structure. This includes principles to encourage a positive, healthy, and safe environment for everyone. This handbook outlines such principles as well as the opportunities for service and ministry at the Kingswood campus. We extend to you our warmest welcome to the Kingswood family.

The University reserves the right to make necessary changes without further notice. The regulations, policies, and other information listed herein are subject to change after the publication of this Handbook through established procedures. In such cases, the University will attempt to communicate such changes to all students, faculty, and staff through written means. It is important that each student familiarize themselves with the regulations set forth in this Handbook and assume their proper responsibilities concerning them.

## **CAMPUS LIFE**

### **Student Development**

Kingswood University is committed to Student Development as an essential element of the total educational and formational experience of each student. This commitment is based upon the assessment that student development encompasses all areas of life including physical, intellectual, emotional, interpersonal, character, and spiritual formation.

#### **Purpose**

The purpose of student development is that all students make significant progress in their overall personal growth and maturity, develop genuine Christlikeness, and gain an abiding understanding of and commitment to their calling and ministry within the body of Christ.

#### **Goal**

The student development ministry aspires for all students to achieve a positive level of personal holiness, vitality, and maturation that will provide an enduring foundation for an effective and fulfilling life and ministry.

#### **Objectives:**

To achieve the goals of student development, this ministry includes the following objectives:

- To provide a vibrant spiritual atmosphere on campus that is consistent with the authority of Scripture, reflects the character and humility of Christ, and is catalytic for personal spiritual formation and maturity.
- To develop among all students and staff a sense of Christian community that fosters campus camaraderie, a sense of belonging, and personal connectedness.
- To promote the development of Christ-centered relationships in the context of the Christian community by providing appropriate activities that both model and nourish relational development.
- To nurture Christ-centered relationships and emotional health by offering appropriate instruction and counsel regarding mutual respect, integrity, sexuality, marriage, positive attitudes, personal responsibility, healthy interpersonal communication, and relationship skills.
- To assist students in the development of personal disciplines that contributes to an exemplary lifestyle, honourable character, holy relationships, and life-long learning.
- To motivate students to develop healthy lifestyles and to take proactive responsibility in the maintenance of their overall health and well-being through appropriate programs, instruction, and resources.
- To facilitate the development of student leadership through various opportunities and experiences on campus, in the community, and beyond.
- To cultivate a more clearly discerned sense of God's call upon their life and a growing commitment to a life of ministry and service, regardless of vocational focus, through exposure to a wide variety of ministry and vocational opportunities within and beyond the university community.

## **Student Development Advisory Council (SDAC)**

The purpose of the SDAC is to give general counsel and direction to students who have demonstrated lack of adequate progress and overall development. Students are counseled who have shown evidence of chronic problems affecting behavior, attitudes, academic performance, personal relationships, character, self-discipline, or other issues related to community life. This council is comprised of the Vice President for Campus Life (as Chair), Vice President for Academic Affairs, and Campus Pastor. Their counsel may include disciplinary measures, but all actions are aimed at motivating and encouraging students toward holistic development and excellent preparation for a life of effective service.

## **Code of Conduct**

### **Standard of Conduct**

Since Kingswood University is operated primarily as a ministerial and lay training university for The Wesleyan Church, the standard of conduct expressed in *The Discipline of The Wesleyan Church* is the basic code of conduct for the campus. These standards are derived from a combination of scripture, tradition, reason, and experience and have proven both wise and valuable for our lives together. By your class attendance at campus, you have voluntarily chosen to be part of this community and to comply with Kingswood's standard of conduct either as a resident or as a non-resident student.

### **Code of Conduct**

All Kingswood University students, staff and campus residents are expected to abstain from dishonesty, immorality, cheating, stealing, immoral sexual activities, and any other practices offensive to the wholesome standard of Christian morality. This includes abstaining from the sale and use of non-medicinal drugs, and cannabis products, tobacco, and vaping products, or alcoholic beverages.

### **Abuse, Harassment and Neglect Policy**

The University is committed to creating and maintaining an environment for students, employees, volunteers, and guests that is free of objectionable and disrespectful conduct. Students should review Kingswood's *Abuse, Harassment and Neglect Policy* to help ensure self-awareness and protection. While a student may choose to discuss or report abuse, harassment, or neglect directly with law enforcement or any trusted Kingswood staff member, Harassment Advisors are available to employees, students, volunteers, and guests of the University who wish to be informed about any aspect of the University policy and procedures on abuse, harassment, or neglect. The Executive Vice President and the Professor of Counselling serve as Internal Harassment Advisors and can provide direction to an External Harassment Advisor if desired, to offer advice and act as a neutral third party. These advisors provide information, advice, assistance, and support on a confidential basis regarding this policy. A complaint of abuse, harassment or neglect brought to the University's attention will be treated as a serious matter and shall be acted upon promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned.

## **Dress Code**

The Kingswood University policy on dress attempts to give expression to the principles of appropriateness, modesty, and responsible Christian liberty. Students are to dress neatly, modestly, and suitably for campus life so as to present themselves and the University with a positive image to others. A student who is in doubt about acceptable clothing should consult the Resident Director or Vice President for Campus Life who monitor campus attire. Students who dress inappropriately will be required to change into the appropriate attire. Faculty members have the privilege of prescribing specific attire for classrooms, workshops, seminars, field trips, or other such events. Students representing the University may be required to observe a more specific dress code than those generally required on campus.

### **Simplicity and Modesty**

Extremes in adornment, cosmetics, or hairstyles should be avoided. All apparel is to be clean. Clothing of sheer and/or revealing material or style is considered immodest. Modesty in all clothing, to appropriately cover the body, is expected.

### **Other Dress Protocol**

- Footwear is to be worn in university buildings at all times, except for in residences, as appropriate.
- Students are required to avoid immodest swimwear that does not cover the body appropriately. Swimsuits are to be worn only in swimming areas.

## **Disciplinary Guidelines**

### **Purpose**

The purpose of these Disciplinary Guidelines and the social conduct accountability at Kingswood is to facilitate maximum Christian character development. Our goal is to nurture a spiritual atmosphere on campus that is most conducive to Christian growth and maturation. This strategy is designed to help each student assume increasing responsibility for his/her life as a maturing Christian and developing spiritual leader. We believe character transformation takes place within Christian community. Our goal is to urge each other on towards our highest potential through God's grace. In that context, disciplinary guidelines and actions are designed to be redemptive and transformational through the internalization of self-management principles, not just punitive or conformity to external demands. Becoming a self-disciplined man or woman of God is seen by Kingswood University as an essential part of life preparation and these guidelines lay at the foundation of that process.

### **Levels of Violation**

The following three sections identify different levels of violation of the campus code of conduct. Based on the level of offense, disciplinary actions will be applied as described following this list.

- Level A Violations - Mostly minor issues that offend or disrupt community life.
  - Excessive noise in the residence

- Unauthorized furniture removal
- Having over-night guests without permission
- Water-fights in buildings
- Pets in residence hall
- Improper public display of affection (PDA)
- Entering another person's room without permission (door unlocked)
- Cursing or use of profane language or other obscenities
- Level B Violations - More willful actions that are offensive or may create a safety issue
  - Use of unauthorized appliances in residence hall
  - Willful property damage
  - Entering another's room without permission (door locked)
  - Offensive materials in room (inappropriate poster, literature, media etc.)
  - Fighting
  - Misuse of a motor vehicle
  - Music or media violation
- Level C Violations - Actions that are considered in our community immoral, illegal, dangerous, or highly offensive
  - Intentional and repeated disobedience of those in authority evidencing a spirit of rebellion
  - Possession or use of tobacco, vaping or non-prescription cannabis products
  - Possession or use of illegal drugs and misuse of prescription drugs
  - Possession of or drinking alcoholic beverages on campus
  - Possession or use of pornographic media
  - Theft
  - Criminal offense
  - Immoral sexual activity (based on Scriptural prohibitions)
  - Gambling - wagering of money or merchandise through lottery, internet gambling, or other games of chance
  - Occult practices - Ouija boards, taro cards, or use of spiritual charms
  - Hazing - annoying any student by playing abusive or ridiculous tricks upon a student to frighten, scold, harass, or to subject a student to personal indignity
  - Improper use of fire equipment
  - Threatening/jeopardizing the welfare of others
  - Lying/dishonesty/cheating
  - Malicious property damage
  - Endangering people with motor vehicle
  - Unmarried students participating in co-ed sleeping arrangements

## Disciplinary Actions

- Level A Violations
  - *First Offense:* A verbal warning from a Resident Assistant, Resident Director, or other staff member intended to provide an opportunity to amend behavior.
  - *Second Offense:* A written or verbal warning from the Resident Director regarding the unacceptable behavior. Such a warning may be placed in the student's file.
  - *Third Offense:* Meet with the Resident Director and/or Vice President for Campus Life to discuss the repeated offense(s) and determine the level of restriction which may exclude a student from certain privileges and from participation in certain events. A student may be required to commit to an accountability program with the Vice President for Campus Life or some other approved member of the University.
  - *Fourth Offense:* Reviewed by the Student Development Advisory Council to be treated as a Level C Violation.
- Level B Violations
  - *First Offense:* Meet with the Resident Director, and/or Vice President for Campus Life to discuss the offense and determine the level of restriction which may exclude the student from certain privileges and participation in certain events.
  - *Second Offense:* Meet with the Vice President for Campus Life to discuss the repeated offense and determine the disciplinary probation. A student may be required to commit to an accountability program with the Vice President for Campus Life or some other approved member of the University.
  - *Third Offense:* Reviewed by the Student Development Advisory Council to be treated as a Level C violation.
- Level C Violations<sup>1</sup>
  - *First Offense*
    - Meet with the Resident Director, Vice President for Campus Life, and/or representatives of the Student Development Advisory Council.
    - Discipline may include social probation, or suspension from campus.
    - Student will be required to commit to an accountability program.
    - An Incident Report will be filed.
    - Certain Level C violations may result in dismissal from Kingswood campus.
    - Some offenses may initiate legal action.
  - *Second Offense*
    - Meet with representatives of the Student Development Advisory Council, and/or the President.
    - Discipline - Suspension or dismissal from Kingswood campus.
    - An Incident Report will be put in the student's permanent record and where appropriate, will be shared with the authority which supervises the student.

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<sup>1</sup> Written accounts will be issued for all Level C violations

## **Definitions of Disciplinary Actions**

- Campus Restrictions
  - The student is restricted to campus and may only leave with the permission of the Resident Director or the Vice President for Campus Life and is denied certain privileges as directed by the Resident Director and/or Vice President for Campus Life. These privileges may include visits to lounge areas, social events, university activities, and participation in intercollegiate or intramural sports.
- Restitution
  - The student is required to make reimbursement for damage to or misappropriation of property and/or funds. This may take the form of appropriate service or repair or otherwise compensate for damages. The process of restitution shall be specified in writing.
- Social Probation
  - A student on social probation will be restricted from certain activities, relationships, or other privileges in order to ensure proper accountability and the rebuilding of trust when the campus code of conduct has been violated. This student is also ineligible to participate in activities in which he or she would represent the University.
- Suspension
  - A temporary exclusion of a student from the University, activities, and all campus facilities. A student may return without formally requesting re-admission at the end of the stated period. The suspension may be followed by a period of social probation. Students are subject to the review of the Student Development Advisory Council. The duration and conditions of the suspension shall be specified in writing.
- Dismissal
  - The student's residency and/or class participation is terminated from the University for an indefinite period of time. All suspension restrictions are applicable. The duration and conditions of this period will be specified in writing and re-admission will be at the discretion of the proper university officials. Such action shall be noted on the student's permanent record as "dismissed from campus for non-academic reasons."

## **Student Appeals Process**

### **Rights of Due Process**

All students shall receive the following rights of due process.

- To request that all charges of misconduct and disciplinary decisions be specified in writing.
- To have counsel of an advisor of the student's choosing from within the university community at all times.
- To call witnesses and to question accusers and witnesses called by other parties.
- To request a private hearing where more than one student is involved.
- To receive all appeal decisions in writing within twenty-four hours following the rendering of a judgment.

- To appeal the judgment in writing within forty-eight hours of receiving written notification of the decision.

### **Process of Appeal**

Any disciplinary action within the Kingswood University community may be appealed. A decision made by a Resident Director may be appealed to the Vice President for Campus Life. A decision made by the Vice President for Campus Life may be appealed to the Student Development Advisory Council, which shall either uphold the decision or recommend that the decision be reviewed and modified. A decision made by the Vice President for Campus Life after recommendation of the Student Development Advisory Council may be appealed to the President of the University. The decision of the President shall be final.

Any appeal shall be made within forty-eight hours of receiving notification of a previous decision. The appeal hearing shall be scheduled by the Chair of the Student Development Advisory Council. Those present at the hearing shall include the person making the appeal, an advisor of his/her choosing, the person who has made the decision being appealed, the person or committee to whom the appeal has been made, and any other persons needed as sources of information. Each side shall make its case and then both shall retire. The Vice President, the Student Development Advisory Council, or the President, as the case may be, shall make a decision and report the same in writing within twenty-four hours.

## **SOCIAL LIFE**

### **Statement of Purpose**

Becoming a responsible, discerning and respected leader is accomplished by learning to make wise choices and developing strong interpersonal relationship skills. Thus, a meaningful, well-rounded education at Kingswood University includes cultivating Christ-centered relationships. University administrators, faculty and staff count it a privilege to participate in this lifestyle development.

### **Dating**

Many young people have met and selected their life's partner at Kingswood University, and we want Kingswood to be a good environment to develop positive relationships. We believe that Christ-centered relationships are based on biblical principles of abstaining from all premarital sex and immoral conduct. Your dating experiences at Kingswood can enrich a busy university life, especially as you maintain a proper balance and not let them monopolize your life.

### **Dating Behavioral Expectations**

- Kingswood supports the biblical principle of Christians dating only believers.
- Public displays of affection should be discreet and moderate behavior that is considerate of others in proximity.

### **Violations**

- Anyone who persists in inappropriate public displays of affection, such as heavy kissing, hugging, or petting will be counseled regarding a more appropriate behavior. Violations may result in a loss of social privileges.
- Co-ed sleeping arrangements among students are unwise leaving students open to unnecessary sexual temptation and accusation, therefore the University does not permit this. Violation of this principle on campus is a level C violation of the University code of conduct and may result in dismissal from campus.
- c. Sexual Assault, Abuse or Harassment: For the safety of all students, it is important to quickly report incidents you believe may be abuse, rape, sexual assault, or sexual harassment. Incidents may be reported directly to law enforcement or any trusted Kingswood staff member. It is the intent and duty of the university to support any student with seeking the appropriate counsel and legal support in all allegations of abuse, rape, sexual assault or harassment. Students should review Kingswood's [Abuse, Harassment and Neglect Policy](#) to help ensure self-awareness and protection. The Executive VP and the Professor of Counselling serve as Internal Harassment Advisors and can provide direction to an External Harassment Advisor if desired, to offer advice and act as a neutral third party. These advisors provide information, advice, assistance and support on a confidential basis regarding this policy. A complaint of abuse, harassment or neglect brought to the University's attention will be treated as a serious matter and shall be acted upon promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned.

## Marriage

Students planning to marry during the academic year are encouraged to notify the Office of Campus Life and participate in a series of marriage counseling sessions with a qualified counsellor or pastor of their choice.

## Music and Media

The principle underlying the use of music, videos, posters, video games, and other media which are allowed on campus is on the basis of their being conducive to maximum personal spiritual development, promotion of the best spiritual atmosphere throughout campus, and the development of Christ-centered relationships. It is our purpose and commitment to provide to each student the best environment in which to grow spiritually and in all other areas of life. We will encourage all media which contribute to this end and discourage or not permit those media which are contrary or distract from this. The following are guidelines for media which are not permitted:

- Those which are generally offensive, including movies not rated at 14A or better. (Movies rated NC-17, or 18A with an R rating, are not permitted.)
- Those which present or represent ideas, images, or persons which are opposed or contradictory to Christian principles, ethics, and behavior including material showing nudity, excessive violence, or actions disrespectful or degrading of human life.
- Those with anti-Christian, profane, or suggestive lyrics and / or images or representative of and promoting godless, anti-Christian philosophies, and lifestyles. This includes material promoting witchcraft, sorcery, or the occult.
- The use of video equipment in classroom facilities is permitted only during class hours under the supervision of university faculty.
- The use of video games that violate the media guidelines above is not permitted. Video gaming on campus is a privilege that may be withdrawn from individuals for whom such gaming may affect class attendance, academic success, or social interaction with others.
- In principle, postings of media on the internet or otherwise are to be with the permission of those individuals or institutions pictured or referred to. All postings must be appropriate in protecting the privacy, security, and dignity of individuals and institutions. Students are held morally responsible by the University for media they create, post, blog, chat, or leave posted by others on their web spaces. This includes photos, videos, language, and the ideas conveyed.

The above criteria are to be observed in relationship to all media including digital media, magazines, posters, streaming, video games or the Internet. These criteria are expressed in the spirit of and in accordance with the Membership Commitments and Special Directions of The Discipline of The Wesleyan Church.

## RESIDENT LIFE

### Students Eligible for Off-campus Housing

All Crandall MA students are permitted to live off-campus and are responsible to find their own housing and negotiate their lease agreements.

### Statement of Purpose

Kingswood is a resident housing institution. Therefore, resident life is intended to be a vital part of the total learning, character building experience. Resident life provides special opportunities to learn and practice the discipleship lifestyle (servanthood, mutual respect, selfless caring, and sharing). We want the community life you share with friends in the residence hall to have a positive impact on your educational experience and to be the beginning of many lifelong friendships.

### Personnel

The **Vice President for Campus Life** serves as the general coordinator of student life services, including specific responsibilities for resident life and the Mitchell Student Centre. The Vice President for Campus Life's office is located in the Student Centre. Student activities and permissions are coordinated through this office.

The **Director of Community Care** empowers the life transformation of graduate students while assisting them with practical needs, helping them thrive in their campus and community experience.

**Resident Directors (R.D.s)** supervise student life on campus under the direction of the Vice President for Campus Life.

**Resident Assistants (R.A.s)** are students appointed each year by the Vice President for Campus Life to assist the ministry of the Resident Directors.

**Chaplains** are students selected by the Campus Life staff to help provide pastoral care and support and promote opportunities for spiritual formation among students.

The University **Housekeeping** Services operate under the direction of Campus Operations for the purpose of supervising the cleaning of each residence hall and other university buildings. Special cleaning needs should be addressed to Campus Operations via a maintenance request form.

The University **Maintenance Director** works under the supervision of Campus Operations and is specifically responsible for repairs in all of the buildings. Special repair needs should be submitted on a Maintenance Request Form to Campus Operations.

## **Resident Facilities**

There are four primary Residence Halls on Kingswood's campus.

- Joan Phillippe House - female residence
- Tom Phillippe House - female & male residence
- Ingersoll House - male residence
- Townhouse Apartments - family & single, male & female residence

## **Food Services**

Meals are provided in the Greg Mann Dining Commons, located on the ground floor of Stairs Hall. Students who live on campus are required to have a 14- or 21-day per week meal plan. This does not apply to student families. Food services are open during all academic sessions of the school year.

Meal tickets, cash or debit are used in the dining hall. Only those who present a meal ticket or payment will be served. Meal tickets for non-resident students or student families may be purchased from the cashier in the Administration Building. Prices and serving times are posted on the dining hall bulletin board. We respectfully ask that only Aramark employees, or those purchasing a meal, enter the dining hall during meal times.

Items are not to be removed from the dining hall or other food service areas. When take-out meals are necessary, disposable containers and utensils are available.

Solid Grounds coffee shop located in the lower Mitchell Student Centre is open multiple days weekly. Wesley Hall in the lower Saunders Irving Chapel is used for special campus banquet events.

See page 14 for payment policies related to on-campus housing and meals.

## **Resident Housing Policies – All Residences**

### **Curfew**

The campus wide curfew is 12:00 midnight, except Fridays, extended to 1:00 AM. For security purposes, the doors of all residence halls are locked, and evening guests are required to leave the residence by curfew. Graduate students are permitted to be out later than curfew and come in at their convenience.

There is no curfew in effect for families housing. It is expected however, that student families would respect the curfew requirements of single student residents by concluding single student visits to mature student family apartments at an appropriate time prior to curfew.

### **Quiet Hours**

As a courtesy to all residents, from 11 pm to 8 am is designated as hours when noise is to be kept at a minimal level, not carrying into hallways or beyond the confines of one's room. For this reason, congregating in groups after 11 p.m. is not encouraged.

### **Pets**

Pets are not allowed in any of the university housing facilities, except for fish kept in an aquarium no larger than 55 litres (15 gallons).

### **Maintenance**

White picture putty rather than tape is to be used for posters. University furniture is to be left in the rooms and screens are to remain in the windows. You are responsible for the care of the furnishings in your room and will be expected to pay for anything which you or your guests damage.

### **Mail service**

Students with families in campus housing will each be assigned a mailbox located on the upper floor of the Mitchell Student Centre.

### **Fire Prevention and Safety**

Due to fire safety regulations, combustible liquids and open flames of any type are not to be used or stored in the residence halls. The use of lighted candles, plug in scented wax units and incense are prohibited in the residence halls.

Also, all combustible liquids and Fire drills will be held throughout the year. During orientation you will be instructed regarding evacuation plans and use of fire extinguishers. Additional instructions are posted in each residence hall and other buildings. Because of the dangers involved, tampering with fire alarm systems or fire protection equipment is prohibited by law and violators will be fined five hundred dollars and may be suspended from the University. In case of fire, call 911 immediately. Students who observe an unsafe condition are encouraged to report it immediately to the Resident Director.

### **Firearms and Weapons**

Firearms and weapons are not permitted on campus, including hunting bows or any sort of ammunition. Storage or use of such items on university property is prohibited.

### **Personal Property Damage**

The University does not assume responsibility for the loss or damage of any personal property which should be covered by insurance under a student's personal "Homeowners" policy. Student families should consider purchasing a personal "Renters" insurance policy to insure personal items.

### **Motor Vehicles**

All students keeping a motor vehicle on campus must register it with the office of Campus Life and provide proof of insurance. Vehicle operators are responsible for the safe and proper use of their

vehicles both on and off campus. Inoperable vehicles may not be stored on campus parking lots or property. Car maintenance and repairs such as oil changes and engine work is not permitted in university parking lots.

### **Check Out Policy**

It is important that all students who cease attendance and/or residency at Kingswood, whether graduating, at year-end, or for other reasons, follow the necessary check out procedures. Campus Life assists by issuing the appropriate form with instructions for: room cleaning and inspection, storage procedures, key returns, library returns, payment for room damages or outstanding fees, and proper notification of appropriate university personnel of departure. Failing to follow proper checkout procedures may result in charges to a student's room deposit.

## **Resident Housing Policies – All Residences except Family Housing**

### **Room Care**

Students are responsible for the cleanliness and neatness of their room. Resident Directors and Resident Assistants will monitor acceptable levels of room care. Student cooperation in keeping rooms in good condition will contribute to healthy and well-ordered living conditions. Vacuum cleaners, brooms, mops, and cleaning supplies are provided.

### **Residence Furnishings**

None of the furnishings, fixtures, or appliances provided for residents are to be moved to other rooms or removed from the residence.

Where size of room would make appropriate and with agreement by roommates and Resident Director, students may move limited furnishings into their rooms such as small, free-standing bookcases, small dressers, lamps, computer desk chairs, and inflatable/bean-bag type chairs. Larger furniture items such as beds, lounge/reading chairs, sofas, etc. are not allowed.

### **Overnight Guests**

Overnight lodging by visitors is allowed only by advance permission which is received through the Office of Campus Life. Hosts and/or guests who violate this policy may forfeit all campus visitation privileges. All overnight lodging costs \$50 per person per night paid in advance to the Office of Campus Life. All visitors are expected to abide by the Kingswood code of conduct while on campus.

### **Laundry**

Automatic washers and dryers are available at no charge for resident students. Ironing boards are supplied in each residence and are available for use in designated areas. The laundry rooms are open 7:00 a.m. to 12:00 a.m. daily.

## **Storage**

There are storage facilities available on campus. Specific storage arrangements should be made with the Resident Director when you move in. All articles should be clearly labeled with your name. Tires cannot be stored in residence storage areas due to fire code regulations. Returning students may leave items between semesters provided they are clearly labeled as stated above. It is the individual student's responsibility to take these items to the designated storage area prior to his/her departure. The University does not assume any responsibility for goods left in storage areas.

## **Electrical Appliances**

With the provision of kitchen facilities in Joan Phillippe, Tom Phillippe, and Ingersoll residences, the use of various electrical appliances within student rooms is restricted due to safety, health, and space reasons. These kitchen facilities include a refrigerator, stove, microwave, and toaster. Students may bring popcorn poppers, waffle makers, and crock pots for use only in kitchen facilities. Coffee makers and electric tea kettles may be brought for use in student rooms, as well as refrigerators providing, they do not exceed measurements of 40" height, 20" width, and 20" depth. There is a limit of one such refrigerator per student room. Students are not permitted to bring the following appliances to campus: infrared lights, sun lamps, open-coiled appliances, microwave ovens, fryers/deep pot fryers, hot plates, or toasters/toaster ovens. Cooking and/or food preparation is not allowed in student rooms or apartment lounges, but only in-residence kitchen facilities.

## **Leave of Absence**

Resident students are asked to communicate overnight absences from the residences via an absence form provided on the campus intranet. This is for safety and security of residents.

Students are asked to indicate check-out plans for holidays to assist the university with residence supervision planning and meal service numbers.

## **Resident Housing Policies – Family Housing**

Campus housing for families at Kingswood University provides an opportunity for mature students and their families to participate in the rich fellowship and vital learning experience of living in community on our campus. It is intended that living in campus housing for families will be a valuable character building and discipleship experience for mature students and their families as they practice a discipleship lifestyle that includes servanthood, mutual respect, selfless caring, and sharing. The goal of campus living is to promote the development of Christ-centered relationships in the context of Christian community that fosters a sense of camaraderie, personal connectedness, and assists students and their families in establishing lifelong friendships.

## **Community requirements**

All those who live in campus housing for families are required to be positive contributors to a vibrant spiritual atmosphere on campus. The standard of conduct expressed in the Discipline of The Wesleyan

Church is the basic code of conduct for campus. Other specifics describing the campus code of conduct are outlined throughout this Student Handbook.

A married student *and* his or her spouse will be required to comply with Kingswood's standard of conduct. It is ultimately the responsibility of students to ensure that each of their family members live within the requirements of the university Code of Conduct for the campus.

The following are important requirements and information that apply to families that choose to live in campus housing at Kingswood University:

### **Inspections**

The University reserves the right to call for a pre-announced inspection of any apartment when deemed by the University as necessary. These inspections are for the purpose of ensuring that each student is a good steward of a well-cared for apartment. With adequate notice given, additional access may be required for maintenance purposes or to ensure that student residents and their families are meeting their commitments to live by the university Code of Conduct.

### **Amenities**

Campus housing for families includes a refrigerator, stove, microwave, washer and dryer. Additional furnishings are available for an added fee.

### **Overnight guests**

Families in campus housing may entertain overnight guests at their discretion. All guests are expected to abide by the Kingswood code of conduct. Students are responsible for their guests. Special permission is required from the Vice President for Campus Life for guests that stay more than 7 nights during any 30-day period.

### **Sub-letting**

Campus housing for families is provided primarily for mature students and their immediate family members. Only those approved for residency in campus housing for families by Campus Life will reside there beyond the time allotted for *guest* privileges. Families wishing to sub-let their apartment to other students during extended absences may be permitted to do so by the office of Campus Life. Applications for sub-letting are available at Campus Life and must be submitted 60 days prior to the date you wish to sub-let the apartment.

### **Cleaning and Maintenance**

Students are responsible for the cleanliness and neatness of their personal living space. Families must keep appropriate cleaning appliances and supplies on hand to care for their apartments. White picture putty rather than tape is to be used for posters. Painting, wallpapering, or the installation of shelving or other fixtures on walls is not permitted. Special repair needs or report of damages should be submitted via an online maintenance request form.

**Storage**

Limited storage is available for household items in the lower level of the townhouse facility while students are in campus housing. All items must be clearly labelled and boxed neatly. Tires cannot be stored in townhouse storage areas due to fire code regulations. Storage for furniture and other larger items is not available and must be cared for off-site at the student's expense.

**Student Withdrawal, Dismissal, or Graduation**

There are a limited number of apartments for students with families on campus. Therefore, when a student in campus housing for families ceases to be a full-time registered student with the University, normally the student and his or her family must vacate campus housing by the end of the following month. This may occur as a result of withdrawal, dismissal, or graduation.

**Checkout**

It is important when vacating an apartment that students follow the necessary checkout procedures on behalf of their families. Campus Life assists by providing the appropriate form with instructions for: apartment cleaning and inspection, key returns, library returns, payment for apartment damages or outstanding fees, and proper notification of appropriate university personnel of departure.

## STUDENT SERVICES

### Crandall Graduate Student Society (GSS)

Students are encouraged to participate in the Graduate Student Society (GSS). Participation in this organization provides valuable opportunities to develop your leadership abilities and improve the quality of your educational experience. The GSS committee is responsible to voice concerns and issues from students to the University administration and host fun social events to bring the students closer together and connect them with the local community.

### Orientation and Counselling

#### Orientation and counselling

Services are provided for all students to maximize their university experience. Orientation week will include program information as well as activities and information to become acquainted with other students, the campus, and life in the community of Sussex.

#### Professional Counselling

The Kingswood Counselling Centre offers personal confidential counselling services either by referral through the office of Campus Life or by appointment via email at: [counsellingcentre@kingswood.edu](mailto:counsellingcentre@kingswood.edu)

The objectives of the service provided in counselling include the following:

- To professionally assist students toward a life of wholeness and health including integrity, godly character, positive self-esteem, disciplined self-management, and overall strength and well-being.
- To professionally assist students in the development of healthy relationships and a positive understanding of community life including dating and/or spousal relationships and relationships with parents, friends, those in authority, and the world at large.
- To provide an empathetic environment and professional guidance for students to gain insight and better understanding of their emotional problems including past hurts, conflict, and habits, resulting in restoration, inner healing, and overall emotional and psychological health.
- To professionally assist students dealing with chronic and severe psychological problems by making appropriate psychological evaluations, and referrals to other professionals for further diagnosis and treatment.

### Food Services

Food services are available to all students. See page 14 for details.

## Health Services

### **Campus Health Consultation**

Health consultation and assistance is provided through the office of Campus Life on the second floor of the Mitchell Student Centre and includes basic medical supplies. At times other than regular office hours, emergency medical needs may be addressed by contacting the respective Resident Director or Vice President for Campus Life. The Campus Life office maintains all student health records provided by students.

### **Hospital**

The regional hospital, Sussex Health Centre (506-432-3100) is located nearby for medical services. Campus Life may be of assistance in setting up appointments with local physicians and other health care workers. A student assumes all financial obligations for any medical services. Transportation to the local medical centre for emergency treatment may be available on a complimentary basis except when ambulance service is required.

### **Medical Insurance**

All American and other international students are automatically enrolled in two, mandatory insurances:

- Guard.Me International Emergency Insurance
- Health & Dental Insurance

The premium for these is included in the student's semester charges. Cost and more information about the plans are available through the Enrolment Department upon enrolment at Crandall.

You will also be required to apply for the New Brunswick Medicare at the start of your program.

Look for further details in the International Student Guidebook.

### **Debilitating Illness**

Students who have or develop a debilitating illness which would limit their classroom participation will be expected to return home until they are able to fulfill their academic responsibilities. Any student with a quarantinable disease will be assisted in seeking appropriate health service.

### **Scent Reduced Campus Environment**

Recognizing that there are those persons who suffer allergic reactions from exposure to various scented products; it is our campus policy to promote a scent reduced environment. Students, staff, and guests are kindly requested to use sparingly, or to voluntarily refrain from the use of such products. Everyone's cooperation in this makes for a healthier campus environment for all.

## Transportation

The Office of Campus Life will assist with information for coordinating transportation needs to and from area public transportation points including airports, ferries, and bus stations in Saint John,

Moncton, and Fredericton. It is the student's personal responsibility to make travel arrangements well in advance and at his/her own expense.

### **Motorized Vehicle Policies**

Any student keeping a motor vehicle on campus must register it with the Office of Campus Life and provide proof of insurance. Having a vehicle as a Kingswood student is both a privilege and responsibility. Vehicle operators are responsible for the safe and proper use of their vehicles both on and off campus. Violation of this privilege may result in legal action from law enforcement agencies and/or campus restrictions. Inoperable vehicles may not be stored on campus parking lots or property.

### **Non-Motorized Personal Transportation**

The use of bicycles, skateboards, roller blades, and all similar equipment must be operated in a safe manner for all students. Roller blades, skateboards, and bicycles may not be used in any campus building. Designated campus areas for roller blades and skateboards include parking lots, streets, and the recreation pad beside the Student Centre. Bike racks are provided around campus. Bikes may not be stored inside residence facilities. Use of skateboards and roller blades off campus should be in accordance with guidelines expressed by town ordinance. Laws of New Brunswick require that all bicycle riders wear a safety helmet.

## **Campus Communications**

### **Publications**

- The *International Student Guidebook* is a publication of institutional information regarding pre-arrival planning, what to expect upon arrival, financial and health insurance requirements, and support programs.
- The *MA in Management Kingswood Campus Handbook* contains guidelines, policies, and helpful information regarding student life at Kingswood.

### **Bulletin Boards**

Areas are available in most campus buildings for the posting of announcements and other pertinent information. Check with Campus Life for appropriate posting of items.

### **Propaganda and Solicitation**

Kingswood University reserves the right to prohibit or limit the use of its facilities for the purpose of promoting special views, products, or concerns by the use of propaganda or solicitation. No student shall be involved in promoting any view antagonistic to the doctrines and commitments of The Wesleyan Church.

## Campus Facilities

### Property Damage

The University does not assume responsibility for the loss or damage of any personal property.

### Public Access

The University reserves the right to open its buildings for the use of registered university students only. When necessary for security or administrative purposes, buildings will be locked. Assignments or emergencies requiring a student to be in a public building after hours must be authorized by a university administrative official.

### Campus Buildings

- Nicholson Hall - Located in Nicholson Hall facing Main Street, housing the Earle & Marion Trouten Library. Students are responsible for all materials checked out of the Library and will be charged for their replacement cost if not returned by the end of the semester. The Library is closed during Friday Chapel at at other services times. Other schedule details are posted at the Library entrance.
- Saunders Irving Chapel: Located on the hill at the west end of campus, the chapel is used as a multi-purpose assembly area, especially for Chapel services, special worship services, campus assemblies, and concerts.
- Wesley Hall: Located in the lower level of the Saunders Irving Chapel is a banquet and conference facility and includes a classroom.
- Burbury Administration Building: Located at 26 Western Street includes the administrative offices for Finance, Human Resources, Development, and the President. Office hours are from 8:00 a.m. to 5:00 p.m. (Atlantic Time). The lower floor of the Administration Building includes a classroom and the Campus Counselling Centre (via South entry) directed by the professor of Christian counselling.
- Mitchell Student Centre: Located on the upper campus off Summit Avenue. The upper level includes the student lounge, the Campus Life offices, and student mail services. The lower level houses an open lounge area, Solid Grounds coffee shop and restrooms. It is understood that the Student Centre is not to be used as a childcare facility. Students, faculty, staff, and their immediate families must assume responsibility for their invited guest(s) to abide by the campus Code of Conduct. Children under 12 years of age must be accompanied by their parent or an adult who assumes responsibility for the child. The Student Centre is closed each evening at curfew, during scheduled church services, and other occasions as announced. Student Centre activities are under the supervision of the Vice President for Campus Life.
- Stairs Hall: Located on the upper campus off Summit Avenue. The upper-level houses classrooms. The lower level includes the Greg Mann Dining Commons, kitchen, and restrooms.
- 66 Summit Avenue: The residence of the Vice President for Campus Life.
- Bridgeo House: Located at 89 Summit Avenue, this building contains the Campus maintenance and Communications offices in the lower level.
- Edgett Hall: Edgett Hall contains offices for faculty, and a board meeting room.
- 60 Summit Avenue: The residence of the Director of the Praxis Program.

- 63 Summit Avenue: Offices of the Vice President for Institutional Effectiveness and Registrar.
- 74 Blazer Way: Benson Athletic Complex Clubhouse and athletic fields.

## Grievances

The fundamental criterion for initiating a grievance is that a student believes that a decision of a University authority or the action of a University member affecting some aspect of her/his University life has not been reasonable, just or fair. Every student in the University community has a right to institute and participate in proceedings under this grievance procedure without reprisal or threat of reprisal for so doing.

The grievance process is divided into the following three stages, with each successive stage becoming increasingly formal.

- An informal inquiry is the first stage and is initiated by a student going directly to the individual or chair of the committee whose decision or action is being questioned. This communication can be either in writing or in person. This step must be taken before a review under formal procedures is sought; experience has shown informal communication to be an effective resolution mechanism.
- A student who is not satisfied with the outcome of an informal inquiry may initiate a formal review by submitting a written request to either the *Vice President for Campus Life* or *Vice President for Academic Affairs* indicating the grounds on which the request is being made. On behalf of the student, the Vice President for Campus Life or Vice President for Academic Affairs will request a formal review by the appropriate campus staff or committee that best relates to the area of grievance.
- A student who is not satisfied with the outcome of a formal review may initiate an appeal. An appeal is a written request from the student for a hearing before a tribunal established by the university president. This is the third and final stage in the grievance process.

At each stage in the process, parties to a grievance are entitled to be accompanied by a colleague or friend for advice and support. Students are expected to seek remedies for their grievances within a reasonable period of time and are also entitled to a timely response to an appeal, including clearly stated reasons for which decisions are made.

## **FINANCIAL INFORMATION**

### **Payment Policies**

#### **First Semester on Campus**

To secure on-campus housing, students will submit a non-refundable room deposit of \$1,000. This amount will be applied to the student's housing bill. Students are advised to secure their accommodations as early as possible due to limited availability.

The full semester charge for housing, meal plan, and Campus Life fees must be paid in full one week prior to arrival on campus. Payment may be made through the Online Student Payment link on the Kingswood University website, by e-transfer, or by credit card over the phone. Room keys and access to the dining hall will not be provided until the account is fully paid.

#### **Staying over Semester Breaks**

Students will have the option to stay on campus during the breaks between semesters at a per-week charge for housing and meals. Arrangements must be made with the Campus Life office one month prior to the end of the current semester with additional fees for the extension paid in full.

#### **Subsequent Semesters on Campus**

Students will submit their intention to continue with on-campus housing and meals one month before the end of their current semester. All students will receive a notice from the Campus Life office with a request to confirm on-campus housing arrangements. Housing will be secured with a new non-refundable \$1,000 deposit and all charges must be paid in full one week prior to the start of the new semester.

### **Family Housing**

#### **Deposit**

The semester housing fee and a \$400 damage deposit is required to secure and maintain campus housing for families. This is refundable after the first 5 months of residency is completed and upon vacating the apartment without damages or other outstanding fees payable to the University.

#### **Cost**

The fee for campus housing for families is added to a student's account upon residency and is payable according to the regular payment schedule set by the Business Department for all student accounts. A campus meal plan is not required students with families in family housing. Inquire with the Campus Life office for a current fee schedule.

## Refunds

No refunds are given for housing or meal plans if a student withdraws or is dismissed from Crandall University or Kingswood University housing. A refund for the room deposit will be issued only if the student has paid the full semester room charge and submitted a completed Withdrawal Form to the Finance Department. Any damages for which a student is liable will be deducted from the room deposit refund.

Campus housing may not be sublet or otherwise occupied by any individual other than the student of record.

## SPIRITUAL LIFE

### Purpose

God's desire is that we not only come to know Christ as Saviour, but that we also seek to be continually transformed into His image (2 Cor. 3:18). We call this practice "spiritual formation." Thus, our purpose is to assist in the transformation of the spiritual, moral, and character development of every student at Kingswood University. This will only be accomplished if each member of the community is committed to a diligent and conscientious daily walk with Jesus Christ.

At Kingswood, we are intentional about spiritual formation by offering a variety of experiences that will help facilitate the personal spiritual growth of our students. All of these experiences are open to Masters level students who choose to participate.

### Experiences

**Chapel Services** are on Fridays at 9:30 a.m. Chapel is a time for the campus family to worship together, through singings songs of praise and adoration, hearing God's Word preached, celebrating Holy Communion, participating in corporate prayer, and thus to be changed into the likeness of Christ by the powerful presence of the Holy Spirit. All are welcome!

**Weekend Worship Attendance** is encouraged. Students are encouraged to attend a local church of their choosing.

**Evensong** is a weekly creative Tuesday evening worship service designed and led by students. Services are usually held at 7:00 p.m. in Wesley Hall or Solid Grounds.

**Student Chaplains** are present in each residence hall. They help provide spiritual leadership in the residences. Spaces designated as prayer chapels are available in each residence for personal and small group prayer, Bible study, and worship.

**Annual Spiritual Formation Weeks** occur in September, January, and March.

- Spiritual Advancement Week (September) brings spiritual focus to the entire campus at the beginning of each fall semester, challenging each student and staff member to new levels of spiritual vitality, victory, and vision.
- Holiness Advancement Week (January) proclaims the Biblical doctrine of holiness with conviction, anointing, and clarity that results in students and staff experiencing significant advancement in their transformation into the likeness of Christ.
- International Missions Week (March) heightens campus awareness of what God is doing in our world, particularly outside of North America. Opportunity is given for both students and staff to respond positively to God's direction for personal involvement in the great cause of missions, especially as accomplished through The Wesleyan Church.